

Overview



- **Customers can electronically upload Certificate of Payments, after all signatures are obtained**
- **The signed copy of the Certificate of Payment should first be scanned and a soft copy created on your local PC**
- **PDF file format is recommended for the file containing the scanned image**
- **The file created as above can then be uploaded to Jafza server using the procedure outlined in the following slides**
- **The Certificate of Payments uploaded electronically as above, will be reviewed and processed within one working day**

File Naming convention



- The soft copy file should be named using the following convention

COPyyymm_ccccc_nnnnn.pdf

where	COP	short form for Certificate of Payment
	yyymm	year and month of COP
	ccccc	first 5 characters of customer name
	nnnnn	customer account number

- Example

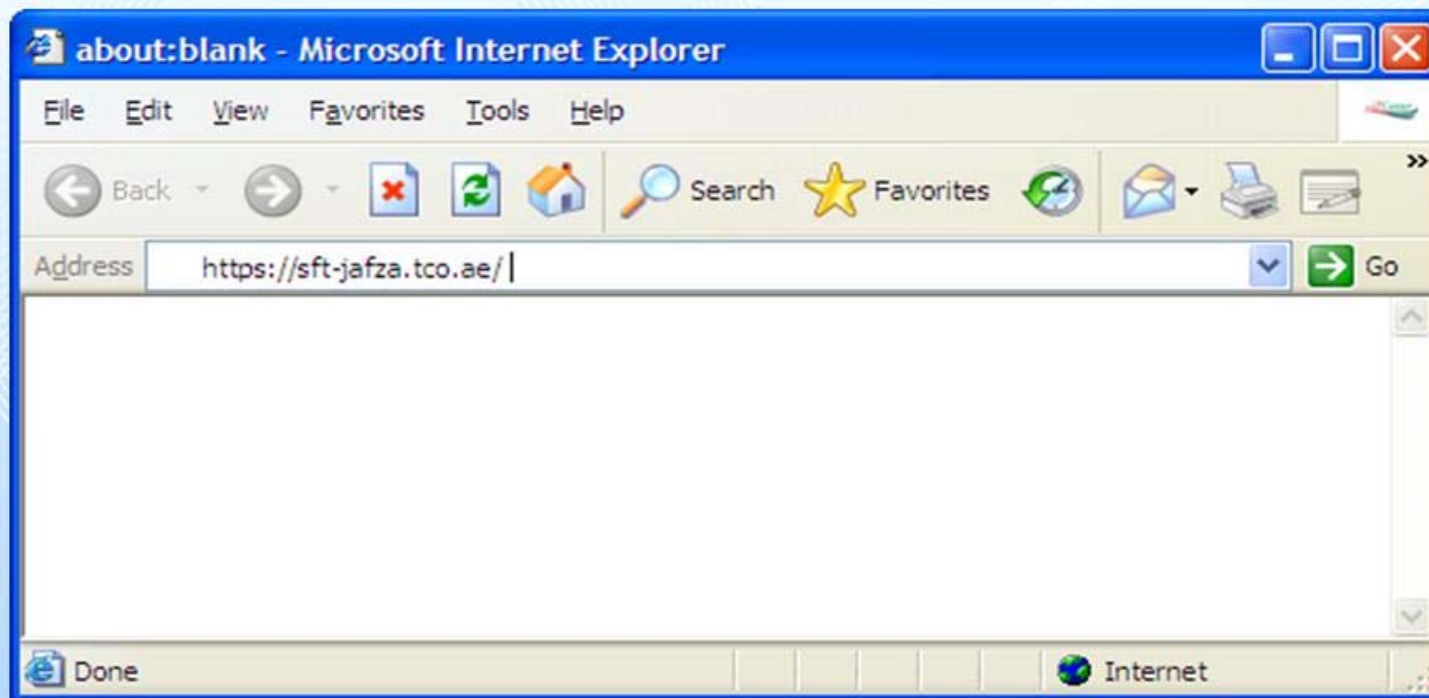
COP200903_xyzmi_12345.pdf (scanned copy of certificate of payment for company “XYZ Middle East FZE” with customer account number 12345 for the month of March 2009. The file is created in PDF format)

Accessing the service



Connect to Internet and open Internet Explorer or other supported Browser on your PC

Type in the Address (URL) as <https://sft-jafza.tco.ae/> and press Enter key





An Alert box will appear as below:

- Press **Yes** to confirm the security certificate:





New window will appear as below to enter login credentials. User name is **jafza.cop**

Password will be provided. Press OK after entering username and password

Connect to sft-jafza.tco.ae

sft-jafza.tco.ae

User name: jafza.cop

Password:

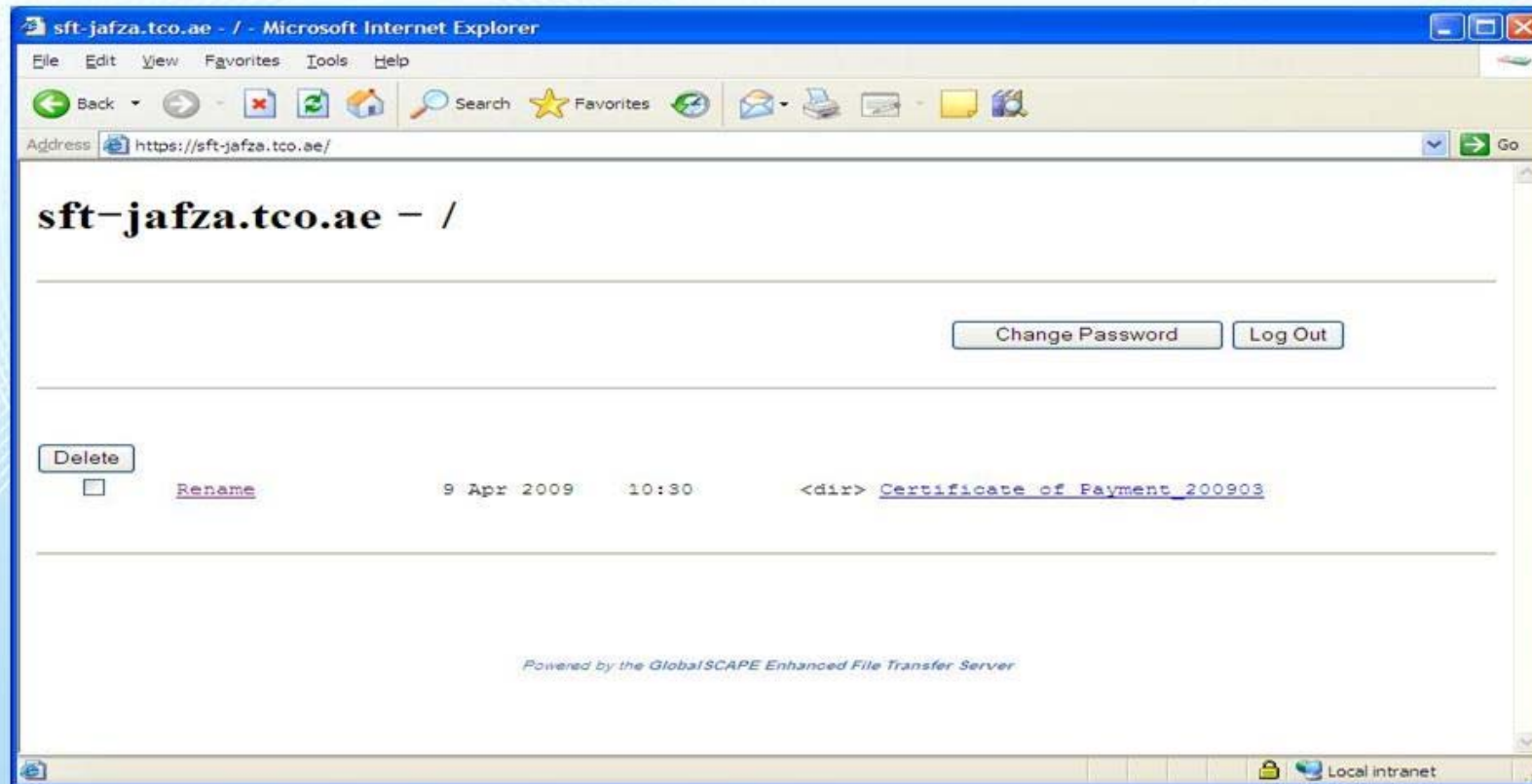
Remember my password

OK Cancel



FTP site will appear as below:

Select the folder for uploading the certificate of payment by clicking on the folder name



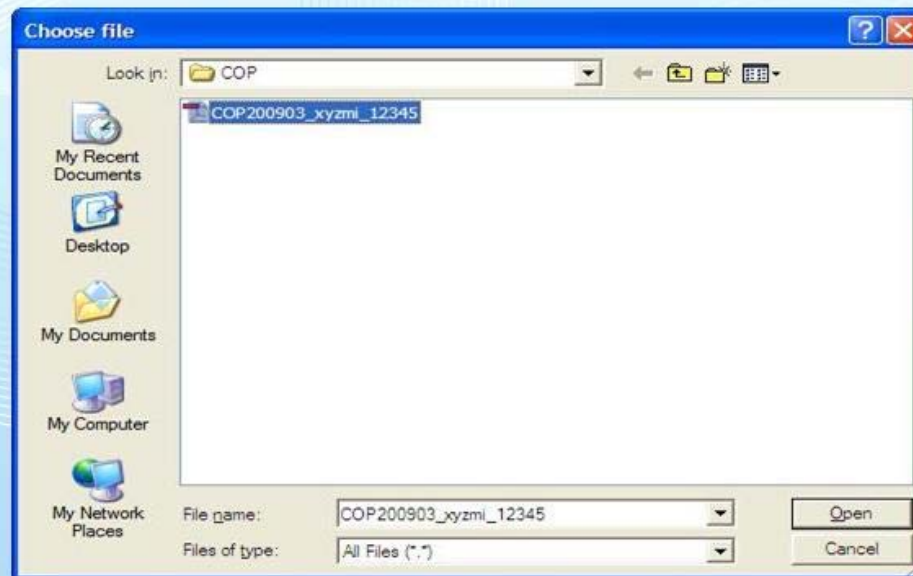
And then press browse button



Upload a file to current folder:

Small window will appear as below:

- Select your File from your local disk, and then press Open



Next press upload button



Upload a file to current folder:

When Upload process finishes, name of the uploaded file will appear in the FTP window as indicated below





**The uploaded file is now available on Jafza server,
and will be processed by the back office staff
within one working day**